



California Department of Education – Curriculum & Instruction Branch

**Child Development  
Division**

**MANAGEMENT  
BULLETIN**

<b>Subject:</b>	<b>Desired Results Regulations</b>	<b>Number:</b> 04-08
<b>Authority:</b>	<b><i>California Code of Regulations, Title 5, Education, (5 CCR) Chapter 19, sections 18023, 18270.5, 18272, 18273, 18274, 18275, 18279, 18280, and 18281</i></b>	<b>Date:</b> August 2004
		<b>Expires:</b> Until Rescinded

**ATTENTION: PROGRAM DIRECTORS OF CHILD CARE AND DEVELOPMENT PROGRAMS**

**PURPOSE**

This Management Bulletin informs existing California Department of Education (CDE), Child Development Division (CDD) contractors of the changes to *California Code of Regulations, Title 5, Education, (5 CCR)* regarding the Desired Results for Children and Families (Desired Results) system. These revised regulations became effective September 23, 2003.

**BACKGROUND**

The CDD worked on developing Desired Results for over six years. The new system was based on the 1997 California State Plan for Child Care and Development Fund Services that included the following three goals:

- 1) Develop desired results for children and families;
- 2) Develop program standards to support the achievement of those results; and
- 3) Revise and replace program review procedures based on those program standards.

Desired Results changes the way child development services are evaluated from a process-oriented model to a results-based model. The new approach complements the accountability system for elementary and secondary education, and is intended to improve the results achieved for children and families receiving child development services funded by the CDE. Desired Results documents the progress made by children and provides information to help practitioners improve their child development services.

With the assistance of a national and state panel, the CDD identified the key results it "desires" to achieve for children and families in CDD-funded child care and development programs. These Desired Results are listed as follows.

The Desired Results for children are:

- Children are personally and socially competent.
- Children are effective learners.
- Children show physical and motor competence.
- Children are safe and healthy.

The Desired Results for families are:

- Families support their child's learning and development.
- Families achieve their goals.

The attached regulations were developed to provide specific guidance for contractors to determine whether children and families are achieving the Desired Results and whether the programs are supporting their achievement.

### **REGULATORY REQUIREMENTS**

Changes were made to 5 CCR Chapter 19, sections 18023, 18270.5, 18272, 18273, 18274, 18275, 18279, 18280, and 18281. Attached is the final version of the 5 CCR sections identifying the information that was deleted (lined out) and the new information that was added (underlined). You can also view the revised regulations without the strike out and underline at [www.calregs.com](http://www.calregs.com).

Section 18023 added definitions of "compliance review" and "CCR," specified that reviews shall be conducted according to the provisions of "CCR," and made other minor, non-substantive changes.

Section 18270.5 was added to provide definitions of terms used in Desired Results.

Section 18272, Developmental Profile, was amended to require the Desired Results Developmental Profile and to establish revised completion dates for the profile based on the age of the child.

Section 18273, Education Program, was amended to include additional requirements related to Desired Results.

Section 18274, Staff Development Program, contains minor, non-substantive changes.

Section 18275, Parent Involvement and Education, contains minor amendments regarding conferences with parents for school-age children and requires sharing information between staff and parents concerning children's progress.

Section 18279, Program Self-Evaluation Process, was amended to include the program self-evaluation components developed for Desired Results. Please note that the **due date for submission of the agency self-evaluation** has been changed from March 1 to **June 1 of each year**. Refer to Management Bulletin 04-02 at [www.cde.ca.gov/sp/cd/ci/documents/mb0402.pdf](http://www.cde.ca.gov/sp/cd/ci/documents/mb0402.pdf) for additional information regarding the self-evaluation requirements.

Section 18280, Parent Survey, was added regarding the requirement to conduct a parent survey using the Desired Results Parent Survey.

Section 18281, Environment Rating Scales, was added regarding the requirement for center-based programs and family child care home networks to complete an environment rating scale to measure program quality.

Please note that some of the forms and documents referenced in the regulations contain incorrect dates. The most current forms and documents related to Desired Results can be found on the CDE Web site at [www.cde.ca.gov/sp/cd/ci/drdpforms.asp](http://www.cde.ca.gov/sp/cd/ci/drdpforms.asp).

Questions regarding the information in this Management Bulletin should be addressed to the assigned CDD Field Services Consultant.

/s/ Michael Jett

/s/ Sue Stickel

---

Michael Jett  
Director  
Child Development Division

---

Sue Stickel  
Deputy Superintendent  
Curriculum & Instruction Branch

*Attachment*

<p>This Management Bulletin is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement. Any portion of this Management Bulletin that is not supported by a specific statutory and/or regulatory requirement is not prescriptive pursuant to Education Code 33308.5.</p>
---

1 Title 5. EDUCATION

2 Division 1. State Department of Education

3 Chapter 19. Child Care and Development Programs

4 Subchapter 2. General Requirements.

5 Article 1. General Provisions

6 *Amend Section 18023 to read:*

7 **§18023. Compliance Reviews of Contractors.**

8 (a) Definitions.

9 (1) “Compliance review” means that a team of California Department of Education staff reviews  
10 a contractor’s program at the program site to determine compliance with applicable laws, regulations, or  
11 contractual provisions.

12 (2) “CCR” means the monitoring and review instrument for child development programs that is  
13 used to determine compliance and is contained within the “Coordinated Compliance Review Guide –  
14 2003-2004”, a document that is incorporated by reference.

15 (a) (b) At least once every three (3) years and as resources permit, the ~~State~~ California  
16 Department of Education shall conduct reviews at the contractor's office(s) and operating facility(ies) to  
17 determine the contractor’s compliance with applicable laws, regulations, or contractual provisions.

18 (c) The reviews shall be conducted according to the provisions of CCR, as defined in subsection  
19 (a)(2) of this section.

20 (d) The reviews shall be conducted by consultants, analysts, and/or management staff of the ~~Child~~  
21 ~~Development Division, Office of External Audits, Local Assistance Bureau~~ California Department of  
22 Education or other State of California representatives.

23 NOTE: Authority cited: Section 8261, Education Code. Reference: Section 8261(a)(2), Education Code.

24  
25 *Add Section 18270.5 to read:*

26 Subchapter 12. Program Quality.

27 Article 2. General Program Requirements

28 **§18270.5. Definitions.**

29 (a) “Agency Self-Evaluation Report” is a form issued by the department in February 2002, that is  
30 incorporated by reference.

31 (b) “Developmental profile” means a record of a child’s physical, cognitive, social, and  
32 emotional development that is used to inform teachers and parents about a child’s developmental progress  
33 in meeting desired results. In center-based programs, teacher and parent observations shall be included as  
34 part of the information used to complete the child’s developmental profile. In family child care home

1 networks, the observations of agency staff, in consultation with providers, and parents shall be included as  
2 part of the information used to complete the child's developmental profile.

3 (c) "Desired Results Developmental Profile" is a document issued by the department in  
4 September 2001 to record the information in the developmental profile defined in subsection 18270.5(b),  
5 that is incorporated by reference.

6 (d) "Desired Results Parent Survey" is a document issued by the department in June 2000, that is  
7 incorporated by reference.

8 (e) "Education program" means the environment, activities, and services provided to the  
9 children.

10 (f) "Environment rating scale" means an instrument that measures program quality by rating the  
11 education program as defined in Section 18273, the staff development program as defined in Section  
12 18274, and parent involvement and education as defined in Section 18275. Environment rating scales  
13 include one or more of the following:

14 (1) "ECERS-R" means the document entitled, *Early Childhood Environment Rating Scale,*  
15 *Revised Edition*, 1998, that is incorporated by reference.

16 (2) "ITERS" means the document entitled, *Infant-Toddler Environment Rating Scale*, 1990, that  
17 is incorporated by reference.

18 (3) "FDCRS" means the document entitled, *Family Day Care Rating Scale*, 1989, that is  
19 incorporated by reference.

20 (4) "SACERS" means the document entitled, *School-Age Care Environment Rating Scale*, 1996,  
21 that is incorporated by reference.

22 (g) "Parent involvement and education" means those activities specifically designed to include  
23 parents in the education of their children, help parents participate in the program, and enhance their  
24 understanding of child development.

25 (h) "Parent survey" means a questionnaire completed by the parent to assess the child care  
26 program or services that the child and family receive. The parent survey asks for information about how  
27 the program helps parents support their child's learning and development and meets the family's needs.

28 (i) "Program self-evaluation process" means those activities and procedures used by the  
29 contractor to evaluate its program quality and compliance with applicable laws, regulations, and  
30 contractual provisions.

31 (j) "Staff development program" means those activities that address the needs, interests, and  
32 skills of program staff or service providers to improve program quality.

33 NOTE: Authority cited: Section 8261, Education Code. Reference: Sections 8203 and 8261, Education  
34 Code.

Amend Sections 18272, 18273, 18274, and 18275 to read:

**§18272. Developmental Profile.**

~~(a) "Developmental profile" means a record of a child's physical, cognitive, social, and emotional development. Teacher and parent observations shall be included as part of the child's developmental program.~~

(a) The contractor shall complete the age-appropriate Desired Results Developmental Profile, as defined in subsection 18270.5(c) of this Chapter, for each child who is enrolled in the program for at least 10 hours per week.

~~(b) The contractor shall complete a developmental profile of Desired Results Developmental Profile required in subsection (a) shall be completed for each child within 60 calendar days of upon enrollment and at least at the following intervals thereafter:~~

~~(1) Infants once every three (3) months;~~

~~(2) Toddlers once every six (6) four (4) months;~~

~~(3) Preschoolers once every twelve six (6) months;~~

~~(4) School-age children once every six (6) months.~~

~~(e) Contractors serving school-age children need not conduct a developmental profile but shall identify each child's needs, skills and interests upon enrollment and annually thereafter;~~

~~(d)(c) The Contractor shall use the developmental profiles to plan and conduct age and developmentally appropriate activities.~~

(d) If a child has a disability, and/or has an Individualized Education Program, the developmental profile will be completed with any necessary accommodations and adaptations. Notwithstanding subsection (a), a developmental profile is required for a child with an Individualized Education Program even if that child is enrolled for less than 10 hours per week.

NOTE: Authority cited: Section 8261, Education Code. Reference: Section 8203, Education Code.

**§18273. Education Program.**

~~(a) Each contractor shall include in its program an educational program component that is developmentally, culturally and linguistically appropriate for the children served.~~

~~(b) The educational program component shall provide activities which will facilitate a child's physical, cognitive, social and emotional development.~~

(a) The standards for the child development and education program component shall include, but are not limited to, the following:

(1) The program approach is developmentally, linguistically, and culturally appropriate.

(2) The program is inclusive of children with special needs.

1 (3) The program encourages respect for the feelings and rights of others.

2 (4) The program supports children's social and emotional development by:

3 (A) Building trust;

4 (B) Planning routines and transitions so they can occur in a timely, predictable, and unhurried  
5 manner; and

6 (C) Helping children develop emotional security and facility in social relationships.

7 (5) The program provides for the development of each child's cognitive and language skills by:

8 (A) Using various strategies, including experimentation, inquiry, observation, play, and exploration;

9 (B) Ensuring opportunities for creative self-expression through activities such as art, music,  
10 movement, and dialogue;

11 (C) Promoting interaction and language use among children and between children and adults; and

12 (D) Supporting emerging literacy and numeracy development.

13 (6) The program promotes each child's physical development by providing sufficient time, indoor and  
14 outdoor space, equipment, materials, and guidelines for active play and movement.

15 (7) The program promotes and maintains practices that are healthy and safe.

16 ~~(e) School Age Community Child Care programs may restrict their educational program component to~~  
17 ~~recreational activities which shall be developmentally, culturally and linguistically appropriate.~~

18 NOTE: Authority cited: Section 8261, Education Code. Reference: Section 8203, Education  
19 Code.

20 **§18274. Staff Development Program.**

21 Each contractor shall develop and implement a staff development program ~~which~~ that includes the  
22 following:

23 (a) Identification of training needs of staff or service providers;

24 (b) Written job descriptions;

25 (c) An orientation plan for new employees;

26 (d) An annual written performance evaluation procedure unless a different frequency of performance  
27 evaluation is specified in a contractor's collective bargaining agreement with their employees;

28 (e) Staff development opportunities ~~which~~ that include topics related to the functions specified in each  
29 employee's job descriptions and those training needs identified by the contractor pursuant to ~~in~~  
30 §subsection (a) above of this section.

31 (f) An internal communication system that provides each staff member with the information  
32 necessary to carry out his or her assigned duties.

33 NOTE: Authority cited: Section 8261, Education Code. Reference: Sections 8203, 8208, 8244, ~~and~~ 8261,  
34 and 8360.1, Education Code.

1   **§18275. Parent Involvement and Education.**

2       (a) Each contractor shall include in its program a parent involvement and education component.

3       (b) The parent involvement and education component shall include the following:

4       ~~(a)(1)~~ (1) An orientation for parents that includes topics such as program philosophy, program goals and  
5 objectives, program activities, eligibility criteria and priorities for enrollment, fee requirements, and due  
6 process procedures ~~and program activities~~;

7       ~~(b)(2)~~ (2) At least two (2) individual ~~parent/teacher~~ conferences with the parent(s) per year; For school  
8 age programs, such conferences may be informal;

9       ~~(c)(3)~~ (3) Parent meetings with program staff;

10       ~~(d)(4)~~ (4) An open door policy ~~which~~ that encourages parents to participate in the daily activities  
11 whenever possible; and

12       ~~(e)(5)~~ (5) A parent Advisory Committee ~~which~~ that advises the contractor on issues related to services to  
13 families and children.

14       (c) Sharing information between staff and parents concerning their child's progress.

15 NOTE: Authority cited: Section 8261, Education Code. Reference: Sections 8203 and 8261, Education  
16 Code.

17  
18 *Amend Section 18279 to read:*

19   **§18279. Program Self-Evaluation Process.**

20       (a) Each contractor shall develop and implement an annual ~~evaluation plan that determines if the~~  
21 ~~program goals and objectives are being met~~ for its program self-evaluation process.

22       ~~(b) The evaluation shall include a self-assessment by the contractor in accordance with instructions~~  
23 ~~specified by the Child Development Division.~~

24       ~~(c) The evaluation plan shall include assessment of the program by parents.~~

25       (b) The annual plan shall include the following:

26       (1) A self-evaluation based on the use of the CCR, as defined in subsection 18023(a)(2) of this  
27 Chapter.

28       (2) An assessment of the program by parents using the Desired Results Parent Survey, as defined in  
29 subsection 18270.5(d) of this Chapter.

30       (3) An assessment of the program by staff and board members as evidenced by written  
31 documentation.

32       (4) An analysis of the CCR findings, including the Desired Results Developmental Profiles, the  
33 environment rating scales, and the Desired Results Parent Survey, each of which are defined in Section  
34 18270.5 of this Chapter; together with all other self-evaluation findings.



1       (5) A written list of tasks needed to modify the program in order to address all areas that need  
2 improvement, as indicated in the analysis specified in subsection (b)(4).

3       (6) Procedures for the ongoing monitoring of the program to assure that areas of the program that are  
4 satisfactory continue to meet standards, and areas requiring modification pursuant to subsection (b)(5) are  
5 addressed in a timely and effective manner.

6       ~~(d)~~(c) The contractor shall use the Agency Self-Evaluation Report, as defined in subsection  
7 18270.5(a) of this Chapter, to submit a summary of the findings of the program self-assessment  
8 evaluation to the Child Development Division California Department of Education by March June 1 of  
9 each year.

10       ~~(e)~~(d) The contractor shall modify its ~~goals and objectives~~ program to address any areas identified  
11 during the self-evaluation as needing improvement.

12 NOTE: Authority cited: Section 8261, Education Code. Reference: Sections 8203 and 8261, Education  
13 Code.

14  
15 *Add Sections 18280 and 18281 to read:*

16 **§18280. Parent Survey.**

17       (a) Each contractor shall annually distribute the Desired Results Parent Survey, as defined in  
18 subsection 18270.5(d) of this Chapter, to parents; collect the surveys from parents; and analyze the  
19 results.

20       (b) The contractor shall use the parent survey results to plan and conduct activities to help parents  
21 support their child's learning and development and to meet the family's needs.

22       (c) The contractor shall use the results and analysis of the parent survey as part of its annual self-  
23 evaluation process.

24 NOTE: Authority cited: Section 8261, Education Code. Reference: Section 8203, Education Code.

25 **§18281. Environment Rating Scales.**

26       (a) Center-based programs and family child care home networks shall complete an environment  
27 rating scale as defined in subsection 18270.5(f) of this Chapter, that is appropriate for the type of setting  
28 and age of children served, to measure program quality:

29           (1) Every three (3) years as part of the program compliance review; and

30           (2) Annually as part of the self-evaluation process.

31       (b) For each environment rating scale completed, the contractor shall achieve a minimum average  
32 score of "Good" on each subscale.

33 NOTE: Authority cited: Section 8261, Education Code. Reference: Section 8203, Education Code.